



Department of Revenue
Accreditation of Real Property Appraisers
CONTINUING EDUCATION
COURSE APPROVAL APPLICATION

Office Use Only	
<input type="checkbox"/> Approved/Date: _____	Hrs: _____
<input type="checkbox"/> Denied/Date: _____	
<input type="checkbox"/> Certificate Mailed: _____	
Comments: _____	

SECTION I	◆ ◆ <i>Please Print or Type</i> ◆ ◆	Original application	Renew existing application
Course Provider: _____ Contact Person: _____			
E-mail Address: _____ Contact Phone: _____			
Mailing Address: _____			
City: _____ State: _____ Zip Code: _____			
Course Sponsor: _____ Sponsor Contact: _____ (If different than provider) Sponsor Phone: _____			

SECTION II	<i>Course / Seminar / Workshop Description</i>
Title: _____ Classroom Hours: _____ Course Cost: _____	
Course Location: _____ Course Dates: _____	
Instructor(s): _____ (See Section III for necessary attachment(s))	
The above Course / Seminar / Workshop: is directly related to real property appraising – WAC 458-10-050(3)(a). is related to a topic of general interest – WAC 458-10-050(3)(b). is approved by the Department of Licensing for real estate appraiser certification (chapter 18.140 RCW). requires passing an examination for successful completion.	

SECTION III	<i>Necessary Attachments</i>
The following items must be attached: <ul style="list-style-type: none">➤ A copy of the course/seminar/workshop content (description of the information covered).➤ A copy of the course/seminar/workshop agenda. (Including instructional times, breaks, lunch, etc.).➤ A copy of each instructor's qualifications.	

WAC 458-10-050(3) stipulates that all courses, seminars, or workshops applied toward the continuing education requirements for accreditation of real property appraisers must be pre-approved by the Department of Revenue. Upon receipt of this application, along with the necessary information and attachments, the Department will notify applicant of approval/denial. It will be the responsibility of the course provider/sponsor to provide each student with a certificate of completion, and provide the Department with a copy of the course sign-in sheets upon conclusion of the training.

Applicant (Please print)	Position/Job Title
Applicant's Signature	Date

Return to:
Department of Revenue
Property Tax Division
PO Box 47471
Olympia WA 98504-7471
Phone: (360) 570-5866 or 570-5865